



# Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue  
Laudium, Pretoria 0037  
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354  
PBO Ref No.: 930014581

PO. Box 14368  
Laudium, Pretoria 0037  
Web: www.sphss108.co.za

"Satyameva Jayate" - Truth Alone Prevails

---

## MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE SHREE PRETORIA HINDU SEVA SAMAJ

**DATE:** Tuesday, 21 July 2020

**TIME:** 7:00 PM

**VENUE:** Google Meet / Zoom

1. **OPENING PRAYER AND WELCOME**

*In the Chair: Rameshbhai Chhagan*

The meeting commenced with a silent prayer and a moment of silence for those who have passed on since the last meeting. The President extended a warm welcome to all present.

2. **QUORUM**

The meeting was declared duly constituted by the President as the requisite quorum as prescribed by clause 17 of the Samaj Constitution had been met

3. **ATTENDANCE AND APOLOGIES**

*Attendees:* Ileshbhai Gandhi, Vinaybhai Chagan, Harshadbhai Pema, Jasminben Govind; Rameshbhai Chhagan, Nayantaben Naran, Ketanbhai Parmar, and Vijaybhai Naran. Khushiben Dave, Kalpanaben Kooverjee and Priyamben Singh attended in their capacities as office assistants.

*Apologies:* Pavanbhai Gandhi, Mishkaben Devchand, Vitteshbhai Devchand and Taraben Bhaga

4. **ANNOUNCEMENTS**

There were no announcements.

5. **APPROVAL OF AGENDA & MINUTES**

The agenda and minutes were unanimously approved on the motions of Vinaybhai and Nayantaben.

## 6. PROPOSED AMENDMENTS TO MINUTES

None

<b>7</b>	
<b>CORRESPONDENCE</b>	
<b>7.1</b>	<b><i>INCOMING:</i></b>
7.1.1	Received invite forwarded by Girishbhai Daya from the Organisation for Diaspora Initiatives (ODI) India based at JNU, New Delhi to participate in a webinar
7.1.2	Received report from Samaj insurers, Van Flymen, regarding issues that need to be addressed to ensure Samaj is compliant with all requirements.
7.1.3	Received email from trustee informing executive of court order allowing private preschools to open
7.1.4	Received email from JYM informing Samaj that two of the applicants who received training in managing the sound system will require further training at additional cost
7.1.5	Received overwhelming response from Balmandir parents who preferred the school to remain closed until after peak of Covid-19 pandemic
7.1.6	Received several requests for food assistance in July. These were all approved.
7.1.7	Received a letter of gratitude from a recipient of food hampers.
7.1.8	Report from Samaj Insurers
<b>7.2</b>	<b><i>OUTGOING:</i></b>
7.2.1	Distributed minutes of Executive Committee meeting held on Thursday 25 June 2020
7.2.2	Distributed invite from the Organisation for Diaspora Initiatives (ODI) India based at JNU, New Delhi to community to participate in a webinar
7.2.3	Sent reports to Samaj insurers, Van Flymen, regarding progress on compliance issues.
7.2.4	Sent email to trustee assuring him that the matter of opening preschool is being attended to.
7.2.5	Informed applicants who received initial training in managing the sound system that should they still wish to provide this service they will need to undergo further training at their own cost.
7.2.6	Sent questionnaire to Balmandir parents to determine how many want the school to reopen.
7.2.7	Sent letter to Balmandir parents that school will remain closed until after peak of pandemic
7.2.8	Sent letter to JYM that the Samaj has appointed Pritesh Bhana to manage the sound until other trained people also apply. Requested three instead of two station points.
7.2.9	Sent letter to community informing them of the new Covid-19 measures taken with respect to the Auditorium, schools, priest services, mandir and office.
7.2.10	Sent a letter of demand to Marabastad tenant to pay outstanding rental or vacate premises
7.2.11	Acknowledged letter of thanks from recipient of food hampers.

<b>8</b>	<b>MATTERS ARISING</b>	<b>RESPONSIBLE</b>
----------	------------------------	--------------------

8.1	<p><b><i>SamajChar Newsletter</i></b>          Khushiben reported that she had circulated an updated draft of the proposed August edition of SamajChar to exco for comments. Members complimented her on the quality of the newsletter. Rameshbhai requested that the online programme of the Religion &amp; Culture Committee be included. Khushiben was given the go-ahead to circulate by the following week.</p>	Khushiben
8.2	<p><b><i>Training on Use of Sound System</i></b>          Khushiben reported that three community members had applied and received training on 4 July 2020. However, according to the trainer, two of the persons trained would require further training. At Rameshbhai's request, Khushiben informed the two persons concerned that they would need to receive further training at their own expense if they wished to remain on the panel. To date, no response has been received from them.</p>	
8.3	<p><b><i>Registration of Balmandir</i></b>          Priyamben reported that she followed up with the Dept. of Social Development with respect to the registration of the Balmandir. From information received, registration with the department of Social Development takes anywhere between 1 to 2 years, further delay caused by Covid-19 situation</p>	Priyamben
8.4	<p><b><i>Replacement of Toilet Seats</i></b>          Priyamben reported that the correct seats had been sourced and that Vijaybhai would arrange for the seats to be installed by the end of the month.</p>	Vijaybhai
8.5	<p><b><i>18A Status for Samaj</i></b>          Rameshbhai reported that Pavanbhai had submitted the new constitution to SARS for a review of the Samaj's 18A status. This matter is still receiving attention.</p>	Pavanbhai
8.6	<p><b><i>Auditorium Renovation Plan</i></b>          Jasminben presented a detailed renovation plan. It was agreed that she would meet with Vinaybhai and Vijaybhai on Thursday 23 July to reach consensus on the plan, agree on the specs, invite quotes, and recommend service providers to EXCO for approval.</p>	Jasminben
8.7	<p><b><i>Samaj &amp; TDF Banking Account</i></b>          Rameshbhai reported that he and Pavanbhai would meet shortly to apply for activating the online banking facility for both the Samaj and TDF debit cards to permit transactions.</p>	Rameshbhai & Pavanbhai
8.9	<p><b><i>Samaj Wood Crematorium</i></b>          Vinaybhai reported that despite repeated attempts, he was unable to set up a meeting with Nava Pillay. As this request for a meeting was</p>	

	originally made by Mr Pillay, it was decided to drop the matter until Mr Pillay contacts the Samaj.	
8.10	<b><i>Additional Telkom Line</i></b> Harshadbhai reported that Telkom had promised the wireless line within a few days, but this has not happened. He will follow-up.	Harshadbhai
8.11	<b><i>Remote teaching by Preschool and Gujarati schools</i></b> Priyamben reported that the Gujarati school has conducted 31 sessions on Google meet to date and that these sessions seem to be going down well. Rameshbhai asked that all EXCO members be invited to the next one so that EXCO could evaluate its success.  As for the Balmandir, they are currently sending worksheets to parents. The Balmandir teachers have agreed to try out distance learning in the coming week.	Priyamben
8.12	<b><i>Remote Observation of Religious Festivals</i></b> Nayantaben reported that a Shravan poster has been sent to the community. All pooja and dharmic talks will be done by Shri Sunilbhai on FB (See R & C report for details). Shravan Bhajan mela will take place via Zoom. The zoom link has been sent to the community. On Krishna Jayanti day, a video with performances by various artists will be posted on Facebook. Rameshbhai thanked Nayantaben and Ketanbhai for putting up an excellent virtual programme.	
8.13	<b><i>Financial Reporting</i></b> Harshadbhai presented a detailed report on the status of Samaj's finances, including bad debt risks faced in various income streams of the Samaj. Some of these risks were discussed under General.	
8.14	<b><i>Discourses by Sunilbhai</i></b> See Religious & Culture Report	

## 9. SECRETARIAT REPORT

Office Admin Report

Reporting Period: July 2020

### A. Activities / Achievements for Month

➤ **SamajChar:**

- Finalising Aug newsletter.
- Final version newsletter will be sent to exco for approval.

➤ **Finance:**

- Receipts has been captured.
- Petty cash balances.
- Deposit done.

➤ **Staff Attendance**

**Biometric Summary**

**June-20**

Employee	DEP	Working Days	Present	Leave Days	Type of Leave	Actual Hours
Priyam Tanna	ADM	21	21			8am - 4:00pm
Khushi Dave	ADM	21	21			8am - 4:00pm
Kalpana Kuverjee	ADM	21	19	2	Sick Leave	8am - 4:00pm
Noel Chuma	GRS	28	28			6am - 6pm
Wendy Njera	GRS	21	21			7:30am - 4pm
Jacob Poopedi	GRS	21	21			7:30am - 4pm

➤ **Visitor Check-in (19<sup>th</sup> June - 15<sup>th</sup> July):**

Number of Visitor	Visited	Protocols followed
24	Mandir	<ul style="list-style-type: none"> <li>➤ Hands were sanitised and temperature measured before they came in.</li> <li>➤ No mask, no entry rule strictly enforced.</li> <li>➤ 1.5m distance was maintained by people on the premises.</li> </ul>
90	School	
17	Office	
3	Sunilbhai (Priest)	
4	Hall	
3	Deliveries	

**B. For Executive Approval**

**C. Upcoming Activities for Next Month**

- SamajChar (newsletter)

**Khushi Dave**

## 10 TREASURER'S REPORT

### Monthly Financial Report to Executive Committee

Dated: 14th July 2020

Current Assets	June'20
<b>CASH Position for month</b>	
Bursary Fund - Fixed Deposits (74444067025)	341 488
Cheque Account	97 188
Fixed Deposits (74623139926)	3 500 000
Money on Call (62238051114)	916 997
Petty Cash	2 604
Sage Pay	15 447
ZipZap	7 534

4 881 258

### Other Assets

Student Loans 510 393

### Statement of Revenue & Expenditure

	June'20							
Balmandir	Complex	Facilities	HWG	Seva	RCC	TDF		
	Rentals			Samaj				
Income	371 739	567 489	119 512	180 240	157 779	52 973	-	
Expense	48 412	-	284 764	29 023	574 703	11 272	1 000	
NETT	323 327	567 489	(165 252)	151 217	(416 924)	41 701	(1 000)	

Revenue

### REVIEW. June'20

- 1 The records shown above are for YTD June'20
- 2 Revenue has increased due to donations for the Covid-19 Pandemic. Surplus Covid-19 funds will be donated to needy.
- 3 Surplus YTD 500 558
- 4 Cash 4 881 258
- 5 Debtors
  - Balmandir 77 567
  - Complex 196 129
  - Bursary 487 518
  - Other 17 958
  - Total 779 172

### Compiled By:

Harshad B Pema

## 11 EDUCATION REPORT

### Education Report

Reporting Period: July 2020

#### D. Achievements for Month

- Balmandir school to remain closed till further notice
- Work pack will continue to be distributed
- Notice of outstanding fees were sent out to parents

- Between May and July 14 students removed for the remainder of 2020
- 7 students have been deregistered due to non-payment
- Teachers are creating a lesson plan for online learning
- ❖ The Gujarati lesson presented this past weekend went well.
- ❖ Learners were provided with exercises to complete and present next week.
- ❖ We are in the process of testing a webcam that Ilesh lent us, Eshita has been informed of the availability.

<b>2 Matters Pending/For Executive Approval</b>
---

<b>3 Upcoming Activities for Next Month</b>
---

**Pri Singh**

## **12 RELIGION & CULTURE PORTFOLIO REPORT**

Shree Pretoria Hindu Seva Samaj will be conducting all Shravan Maas activities live on Facebook. Shree Sunilbhai Bhatt will present live talks and Darshan on the following dates:

- |           |   |  |
|-----------|---|--|
| 20.7.2020 | - | Talk on Shravan @ 10:00  |
| 21.7.2020 | - | Aarti and Hindola Darshan from 7.30pm-8.00pm                       |
| 27.7.2020 | - | Shiv Puja and Abhishek from 8am-9am                                |
| 3.8.2020  | - | Shiv Puja and Abhishek @ 8am followed by talk on Raksha Bandhan    |
| 10.8.2020 | - | Shiv Puja and Abhishek @ 8am to 9am                                |
| 11.8.2020 | - | Bal Gopal Puja, Havan, Talk on Janmashtami & Aarti from 6.30pm-8pm |
| 15.8.2020 | - | India Independence Day celebrations @ 9am                          |
| 17.8.2020 | - | Shiv Puja and Abhishek from 8am-9am                                |
| 17.8.2020 | - | Shiv Sahastranaam @ 3pm  |

## **13 SENIOR CITIZEN'S CLUB REPORT**

No report submitted

## **14 SOCIAL SERVICES PORTFOLIO REPORT**

**Samaj Social Services Report**

**Reporting Period: July 2020**

<b>E. Achievements for Month</b>
----------------------------------

- It would seem most community members have returned to work; however, there are still members experiencing financial difficulties and challenges due to limited work opportunities.
- Thus far, for the month of July only two requests for grocery vouchers was received and issued.

**F. Matters Pending/For Executive Approval**

**G. Upcoming Activities for Next Month**

**J. Magan Govind**

15 **TSHWANE DIWALI FESTIVAL REPORT**  
No report submitted

16 **FACILITIES & FUNERAL REPORT**

**Facilities Report**

**Reporting Period: July 2020**

**H. Achievements for Month**

- Vijaybhai took a sample toilet seat and obtaining a supplier
- Additional fire extinguishers have been added to the premises
- Fire exit signs to be replaced in August
- Obtaining quotes for generator cage
- Harshadbhai to complete storage for gas tanks connected to kitchen
- Harshadbhai to replace gutters

**4 Matters Pending/For Executive Approval**

**5 Upcoming Activities for Next Month**

**Pri Singh**

17 **NAVYUG MANDAL REPORT**  
No report submitted

18 **MULTI-MEDIA CENTRE REPORT**

**Multimedia Centre Report**

**Reporting Period: July 2020**

**I. Achievements for Month**

-



## 2 Matters Pending/For Executive Approval

- List of resources to be sent to exco for input
- List of mentors for mentorship programmes in process
- Create workshops and courses to implement when things settle down

## 3 Upcoming Activities for Next Month

Pri Singh

### 19 TDF 2020 PROGRESS REPORT

No report submitted – no meetings held due to Covid-19 uncertainty.

### 20 GENERAL / NEW MATTERS

#### 20.1 *Non-payment of rentals at Samaj Marabastad Centre*

Harshadbhai reported on two chronic non-payers at the Samaj Marabastad Centre. It was agreed that Vinaybhai would approach one tenant and Rameshbhai the other. Kalpanaben undertook to update the Samaj Marabastad Centre rental schedule every week.

#### 20.2 *Adoption of Procedure Manuals*

Harshadbhai presented four procedure manuals for adoption, namely a Donations Procedure Manual, Facilities Hire Procedure Manual, a School Fees Collection Procedure Manual and a Rental Collection Procedure Manual. It was agreed that Kalpanaben would edit it and resend to all Executive members for approval.

#### 20.3 *Report by Insurers*

Priyamben reported that the Samaj insurers had conducted an on-site inspection of Samaj premises and presented a report that highlighted the following shortcomings:

<u>No.</u>	<u>Action Item</u>	<u>Status</u>
1	Fire extinguishers must be 1 to 1.5 metres above ground level	Done
2	Training of two employees on Basic Firefighting	In progress. Shri Sunilbhai (resident priest) and Noelbhai (caretaker) had agreed to undergo basic firefighting training course on 4 August. The choice of Safe-T-Med as service provider was approved.
3	Construct palisades and gate around generator	Measurements taken by supplier, awaiting quote.
4	Replace missing DB board cover and have it padlocked	Done
5	Ensure all light fittings are correctly secured & obtain certificate of compliance	In process of obtaining certificate of compliance.
6	LP Gas cylinders must be in a lockable cage	Awaiting Simply Gates to complete the task

7	Ensure dustbins are stored at least 2 metres away from Gas storage	Done
8	Install fire detection system in hall, mandir, dining room and school	In process of obtaining service provider
9	Ensure adequate firefighting equipment in auditorium and dining hall	Done
10	Remove obstructions near firefighting equipment	Done

**20.4 *Review of Current & Appoint Competitive Insurance Provider***

Harshadbhai reported that he had approached other reputable brokers and had obtained a quote that was R10 000 per annum cheaper. It was agreed that Priyamben would contact our current broker and give them an opportunity to match the lower quote, failing which the new service provider will be appointed.

**20.5 *Completion of Installation of Sound System***

Rameshbhai reported that he had communicated with JYM to complete the installation of station points for sound system. Priyamben to follow up in August.

**20.6 *Appointment as Sound Engineers***

It was agreed that Rameshbhai would provide Priteshbhai Bhana and Milanbhai Kooverjee letters of appointment as sound engineers for Samaj.

**20.7 *Non-Attendance by Executive Members***

Concern was raised on the non-attendance of a few executive members for several months. According to the Samaj constitution, an executive committee member becomes disqualified if he/she does not attend three consecutive meetings (without apology) or five consecutive meetings (with or without apology). Rameshbhai agreed to write to all members to remind them of this provision.

**20.8 *Replacement of Gutters***

Some gutters need replacement. Harshadbhai has agreed to do so by 15 August 2020.

**20.9 *Incoming Correspondence***

Office staff were reminded that all correspondence received by the office must be forwarded to Executive Committee members within one day of receipt.

**21 NEXT MEETING**

The next meeting will be held on Tuesday 25 August via Zoom.

**22 CLOSING PRAYER**

With no further business, the meeting ended at 9:30pm

**SPHSS SECRETARIAT**

**SPHSS PRESIDENT**